

**DRAFT**

**REGULAR FACILITIES & TECHNOLOGY COMMITTEE**

**Litchfield Board of Education**

**Tuesday, January 19, 2016, Central Office Conference Room, 6:30 p.m.**

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A regular meeting of the Litchfield Board of Education Facilities & Technology Committee was held on Tuesday, January 19, 2016 at 6:30 p.m. in the Central Office Conference Room.

Members Present: Mr. Bongiorno (Chair), Mr. Shuhi, and Mr. Waugh

Also Present: Ms. McMullin, Mr. Fiorillo, Mr. Simone, Mr. Fasano, Ms. Terry, Mr. Alexe and the public.

**Approval of Minutes** – of special meeting – November 9, 2015.

MOTION made by Mr. Waugh and seconded by Mr. Shuhi: to approve the minutes of the special meeting of November 9, 2015 as written.

MOTION carried. All votes were in the affirmative. There were no abstentions.

**Communications** – none.

**Public Participation**

- Ms. Wilson asks that the Board continue working on security upgrades.

**Facilities Update**

- a. Introduction of the Public Works Director – Raz Alexe was introduced and welcomed.
- b. Summary of existing projects - Len Fasano reported on air-quality testing at LIS, passed and posted to webpage; high school sign; will have a plan by the end of the week to take to P and Z and Wetlands; upcoming projects includes curtain drains in front of Center School, classroom rugs at Center (summer); door replacement at Center (summer); window replacement at Center and High (spring); catch basins at High (summer); cartograph software for communications (next 3 months); pushed boiler at High out to 2017 – 2018; issue with gas pumps will need to be addressed; not the new tanks or their being above the ground, most likely the pumps which are 26 years old; recommendation had been to replace the pumps along with the tanks.

**Technology Update** – David Fiorillo presented a new look at the budget which re-categorizes and pushes out 5 years; overview of total number computer hardware, date of implementation, life expectancy, computers which are beyond life expectancy, five-year replacement plan; list of software licensing; would need to invest about \$250,00 - \$300,00 each year to stay on current track; total for all hardware, software, and infrastructure; discussed duplication of services with hardware – can staff pick one or the other between a desktop and laptop, but not both?; discussion about assessing where our staff and students are in implementing technology effectively; need for professional development; 30% of the budget should be training; mention of

**Technology Update** (continued) - over filtering with 4 filters.

**New Business**

- a. Tech Budget Summary – covered in Technology Update above.
- b. Custodial MOU amendment with Town of Litchfield - David is working on an MOU with Len Fasano regarding custodial services and maintenance – who does what; where can the BOE put some money for unexpected expenses, such as moving a drop from one side of the room to the other if a classroom is re-purposed.
- c. Exploration of electronic sign-in procedures – different options were reviewed and discussed.
- d. Commendations/Recommendations from L.H.S. NEASC - Discussion of the NEASC commendations and recommendations relative to the facility; custodians received a nice compliment from NEASC for the on-going cleanliness of the building – parents, teachers, and students all said the building is clean; discussion of the Plumb Hill handicap problem/solution; very minor fix at this point; Len expects under \$5,000 to change the slope, take down 1 section of already-damaged chain-link, and extend low, wood fence; must be done by May or may be closed to the kids' use

Gary Waugh reported on the Town Facilities Committee; RFP for architectural study begins the month of February, site walk February 17, award date March 31, report to both Boards in June

**Old Business** – none

**Future Agenda Items** – none

MOTION made by Mr. Waugh and seconded by Mr. Shuhi: to adjourn the meeting at 8:47 p.m.

MOTION carried. All votes were in the affirmative. There were no abstentions.

Respectfully Submitted  
Lynn K. McMullin  
Superintendent